

## **Implementation Manager Meeting Minutes**

**Name of group holding the meeting:** Implementation Managers

**Who called the meeting:** Bob Bair

**Date:** 3/14/02

**Time:** 10:00

**Place** NOAA

### **Attendees:**

Lisa Casias	(OFM)
Bob Bair	(CSC)
Myrian Myer	
John Sansing	
Bill Starr	
Dolf Cecula	(Census)
Millie Ingels	(NOAA)
Mike Stogsdill	(NIST)
Teresa Coppelino	
Joe Hurney	(EDA)

### **Agenda:**

#### **New Agenda Items**

- Status of ASAP, Standard Interface-AP, SLT, Receivables, and Data Warehouse
- Plans for RAU and Budget Execution Modules
- CAMS User Conference
- CAMS Business Case
- CSTARs – Booz-Allen review – Status Update
- User Documentation
- Replacement of Accenture Contract at end of FY 2004
- Contract Preparation Lead Times

### **Key issues or topics addressed:**

**Standard Interface AP** – Testing is going very well and the CSC is on target for a 4/12/02 release date.

**Summary Level Transfer** – There were some issues with the testing of the phase 1 code and they are being resolved. Phase II testing is also progressing. The CSC expects to deliver SLT code, including 224, to bureaus on 4/8/02.

**ASAP Grants** – Software was delivered 2/14/02 and is currently in bureau testing. EDA is having loading problems and the CSC is working with them to resolve the issues.

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**Reimbursable Agreements Upgrade** – The CSC plans to finish coding and functional testing of Phase I and complete the detailed level design of Phase II. These efforts will be completed in May 2002. Once this work is completed, we will get a level of effort to complete phase II coding and testing. This work must be completed by December 2002 if the bureaus are to implement the new AR module in January 2003.

**AR Redesign** – The Dunning piece was delivered 3/5/02 and the Refund/NSF processing will be delivered on 4/15/02. The synchronization to the CFS will be delivered on 4/21/02. For bureaus other than NOAA, the target date for AR Redesign implementation is January 2003.

**Budget Execution Module** - The functional requirements are complete and NOAA and the CSC have grouped them into a series of deliverables. Thus far, the first 3 deliverables have been funded.

**User Documentation** – The first documentation, draft phase I AR and Summary Level Transfer, is due Friday. John agreed to put the drafts on the web and e-mail the implementation managers when the documents were available.

**User Conference** – The conference will be held on June 11<sup>th</sup> at Main Commerce. The letter inviting people to attend has not been finalized yet

**Data Warehouse** – Revisions to the data warehouse will delay the completion of work from the planned 3/31/02 date. There will be a meeting in 2 weeks to address some functional issues.

**CSTARS/CAMS Interface** – The Office of Acquisition Management still is working with Booz-Allen to put a task in place to review the interface options developed by the CSC and CACI.

**CAMS Business Case** – The first business case will provide a roadmap for operations and support at the CSC and bureaus. It identifies required level of resources, dollars/FY. Components include operations and support through the useful life of CAMS. The second business case will address the CAMS replacement strategy and contracting options.

**Audit Support** – The bureaus are meeting with OFM to set priorities. The CSC would like the bureaus to run the reports, look at anomaly balances, and determine if data or matching logic issues exist.

**Hyperion** – There will be Hyperion training for bureau users on 3/26/02 at the CSC.

**CAMS IT Security** – OFM will be meeting with DOC CIO to discuss IT security controls for CAMS. Some of the issues identified in IG and GAO audit reports are departmental and bureau issues.

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**Contract Lead Times** – Bill Starr asked that if bureaus are identifying new tasks, they should notify the CO and COTR so they can plan for the new work. With the current contracting workload, it is not possible to put a new contract or task in place within a few days. Bill also asked the bureaus to start developing requirements for next year and submitting draft statements of work by June 1. The CSC will develop a schedule so the bureaus will know when their requirements will be processed.

**CAMS Management Controls IG Report** – Bob outlined the IG findings on CAMS management controls at the CSC and NOAA. Both NOAA and the CSC will be responding to the draft report.

**Budget Exercise** – Bill gave out spreadsheets which identified bureau spending for FY 95-FY03 and asked the bureaus to spread the total dollars across the various categories.

**Monthly Release of ARs** – John plans to publish a plan of what ARs are being worked on and when they would be released. There would be monthly deliveries and the bureaus would have to test and roll out the delivery before the next month's delivery was released. Since each monthly release would be synchronized to the previous release, the bureaus would have to keep up with the release schedule.

### Action Items

1. John Sansing will post draft user documentation on the CSC web site and send an e-mail to implementation managers notifying them when the documentation is available.
2. Bill Starr will send electronic versions of the budget files to the implementation managers – **DONE**
3. Implementation managers should provide feedback to John Sansing on his plan to do monthly AR releases.
4. The CSC suggested that we coordinate regular configuration management meetings with bureaus to make sure they have the right environment and logs and to also identify and resolve issues.

### Dates and Location of Future Implementation Manager Meetings

<b>April 11</b>	<b>- Census</b>
May 9	- NIST
June 13	- EDA
July 11	- CSC
August 8	- NOAA
September 12	- Census
October 10	- NIST
November 14	- EDA
December 12	- CSC

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### Action Items.